

Job Overview

SUBJECT [CLASSROOM] TEACHER

KEY PURPOSE:

As a member of the qualified teaching team, the key purpose of the role is:

- To understand and discharge the full professional role, responsibilities and duties of a Classroom Teacher as specified in the School Teachers' Pay and Conditions of Service Document.
- To carry out and fulfil the above in a manner which is wholly consistent with the Framework of Professional Standards for Teachers in England and Wales.
- To carry out and fulfil the above, in a manner which is wholly consistent with the published aims, core values, policies and operational procedures of the College and Trust, as appropriate.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment. All postholders are expected to support this approach in the context of their role and adhere to and ensure compliance with safeguarding policies and procedures at all times.

KEY ACCOUNTABILITIES:

To be accountable to and line managed by the:

- Nominated Subject Leader.
- Nominated Director of Teaching and Learning, as appropriate.

Job Description

SUBJECT [CLASSROOM] TEACHER

ROLES AND RESPONSIBILITIES:

Teaching and Learning

Key Tasks:

To work under the guidance and direction of the designated Subject Leader(s), Associate Director of Teaching and Learning or Director of Teaching and Learning to provide high quality teaching and learning for students of all ages, backgrounds and abilities. This will require working in collaboration with the assigned Teaching and Learning Associate (TLA) at Key Stage Three and involve liaison with other colleagues at Key Stage Four and Post 16. Specifically, this will involve:

- Assessing the needs of students on entry to College, as appropriate so that suitable teaching materials, lesson plans and preparations can be made in order to deliver an effective curriculum.
- Using a variety of styles and methods of teaching suitably differentiated, which take into account the individual learning and linguistic needs of students.
- Developing Schemes of Work together with personalised study support programme(s) tailored to meet the needs of individual students.
- Marking class work and homework thoroughly and constructively, so that students understand how their work has been assessed and are able to use assessment as a means to improve their own standards of achievement.
- Giving feedback to students about their progress and setting individual targets for improved performance.

Classroom Management

To work under the guidance and direction of the designated Subject Leader(s), Associate Director of Teaching and Learning or Director of Teaching and Learning to provide a stimulating learning environment which supports the ethos of the College and guarantees consequent good progress. This will require working in collaboration with the assigned Teaching and Learning Associate (TLA) at Key Stage Three and may involve liaison with other colleagues at Key Stage Four and Post 16. Specifically, this will involve:

- Ensuring that the learning environment is orderly and that it is stimulating through displays of students' work and other appropriate materials.
- Having due regard to students' safety and well-being as set out in the Safeguarding, Health and Safety Policy, etc., and to be cognisant of safety routines such as those for fire evacuation procedures and risk assessment.

- Maintaining clear and firm classroom discipline by actively supporting the established systems and routines, including rewards and sanctions, informed by the stated expectations of the College, as appropriate.

Record Keeping

To work under the guidance and direction of the designated Subject Leader(s), Associate Director of Teaching and Learning or Director of Teaching and Learning to provide timely and comprehensive records, ensuring that the management information system (MIS) is populated with accurate and up-to-date data. This will require working in collaboration with the assigned Teaching and Learning Associate (TLA) at Key Stage Three and may involve liaison with other colleagues at Key Stage Four and Post 16. Specifically, this will involve:

- Keeping a register of students' attendance at each lesson and following up lateness or non-attendance.
- Keeping classwork and homework marking records so as to complete profiles, Records of Achievements, other documentation, as required, and to attend Parents' Consultation Meetings.

Student Welfare and Guidance

To work under the guidance and direction of the designated Subject Leader(s), Associate Director of Teaching and Learning or Director of Teaching and Learning to provide the necessary information, advice and guidance necessary to secure good progress and achievement. Specifically, in the role of a Form Teacher or Academic Tutor, this will involve:

- Promoting high standards of attendance, punctuality, work, personal presentation and behaviour; fostering a climate of achievement and high aspiration.
- Completing documentation for the (electronic) registration system and to adhere to the policies for following up students' lateness to, or absence from College.
- Giving out letters, etc. for students to take home; seeing that distribution of such information is noted in the student planner; making arrangements for absentee notes to be posted, collected or passed on, as appropriate, and following up reply slips from home, etc.
- Checking each student's planner at least once each week for comments from staff, homework records, messages from home, etc., and to make appropriate responses.
- Ensuring that students understand and fulfil the expectations required of them as set out in their planners and in other documentation such as the Home-College Agreement; regularly checking students' uniform, equipment and readiness for learning.
- Promoting students' spiritual, moral, social and cultural development by using form time to deal with elements of Personal, Social, Health and Economic Education (PSHE) and other topical issues as they arise; to accompany students to assemblies and to encourage them to take part in out-of-hours study support and other enrichment activities.
- Checking and collating subject profiles; and commenting on achievement to date; setting appropriate targets for the future and discussing these matters with parents/guardians/carers at appropriate consultation meetings.

Performance Management

To work under the guidance and direction of the nominated Line Manager by:

- Contributing to the statutory Performance Management process and pursuing any In-Service Training or developmental targets arising from it.

OTHER:

To work under the guidance and direction of the designated Subject Leader(s), Associate Director of Teaching and Learning or Director of Teaching and Learning by:

- Attending all meetings and events as required by the Trust and as set out in the Annual Calendar.
- Assuming any other duties commensurate with the post of Classroom Teacher at the reasonable request of the Chief Executive Officer/Chief Officer/Principal and Senior Leadership Team.

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Chief Executive/Executive Principal/Principal to undertake work or a similar level that is not specified in this job description.

Employees are expected to present themselves and to act in a professional manner at all times.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is not prescriptive in that the needs of the Trust may change and this could necessitate revision in the future and amendment at any time, after consultation.

The days of the week which part-time staff are required to work may alter each academic year. Notification of any changes will be given by the previous half term.

2024